

**Trustee Professional Development & Travel Expenses**  
**Trustee - Craig Whitehead**  
**Period- September 1, 2022 November 30, 2022**

<b>Event or Expenditure item</b>	<b>Dates</b>	<b>Hotel</b>	<b>Flight</b>	<b>Mileage</b>	<b>Other</b>	<b>Per Diem</b>	<b>Total</b>
PSBA Fall Conference	October 12-14, 2022				\$ 761.25		\$ 761.25
ASBA Zone 6 meeting	19-Oct-22					\$ 200.00	\$ 200.00
PSBAA General Meeting and Pd	12-Oct-22	\$ 525.42		\$ 511.06	\$ 40.25		\$ 1,076.73
PSBA PD Session	November 16-18, 2022				\$ 735.00		\$ 735.00
<b>Total</b>		<b>\$ 525.42</b>	<b>\$ -</b>	<b>\$ 511.06</b>	<b>\$ 1,536.50</b>	<b>\$ 200.00</b>	<b>\$ 2,772.98</b>

# Invoice



PUBLIC SCHOOL BOARDS'  
ASSOCIATION OF ALBERTA™

Date	Invoice #
2022-10-14	2022-155

Invoice To
Lethbridge School District 433 - 15 Street, South Lethbridge, AB T1J 2Z5

**Fall Conference**  
**October 12 - 14, 2022**  
**Double Tree by Hilton, West Edmonton**

Registrants	Qty	Rate	Amount
Craig Whitehead GST	1	725.00 5.00%	725.00 36.25

GST # 122508617RT0001

**Total Amount Due** \$761.25

#105, 10470 176 Street, Edmonton, Alberta T5S 1L3  
businessmanager@public-schools.ab.ca  
780-479-8080

## Expense Reimbursement Authorization

Attached Documents

Review all sections of the form and then complete the last section at the bottom of the page.

▼ TRUSTEES TRAVEL AND EXPENSE WARRANT

Task ID: 0000219291 - Created: 12-Nov-2022 08:53.17 PM - By: Craig Whitehead - Processed: 12-Nov-2022 08:53.17 PM - By: Craig Whitehead

**NAME:** Whitehead, Craig (20417)  
**DATES:** From: 12-Oct-2022 To: 14-Oct-2022  
**FUNCTION or MEETING:** PSBAA General Meeting and Pd Check if Travel is in the USA:   
**LOCATION:** Edmonton

**EXPENSES:**

1. MEALS:				Enter GST on Invoice	Section Total
Breakfast		@ \$ 10.00	\$ 0.00		
Lunch	01	@ \$ 15.00	\$ 15.00		
Dinner	01	@ \$ 20.00	\$ 20.00		
Gratuity automatically calculated		@ .15 %	\$ 5.25	\$	40.25 (1)
<b>2. HOTELS:</b>					
Hotel: Enter total invoice amount - attach vouchers:			\$ 525.42	\$	
Private Accommodation:		@ \$ 20.00	\$ 0.00	\$	525.42 (2)
<b>3. TRANSPORTATION COSTS:</b>					
A) Economy Air Fair: Enter total invoice amount - attach receipts			\$	\$	
Taxi Fares - State number of trips:			\$		
OR B) Car Expenses	Edmonton				
	1012 KMS	@ \$ .505	\$ 511.06	\$	511.06 (3)
<b>4. REGISTRATION FEES:</b>					
Attach approved receipt or voucher			\$	\$	0.00 (4)
<b>5. TECHNOLOGY COSTS:</b>					
			\$	\$	0.00 (5)

For Office Use Only:					
GST (Auto Calculated Within):	26.00	<b>TOTAL EXPENSES CLAIMED:</b>	(1+2+3+4+5)	\$	1076.73
GST on Invoices:	0.00	Less: ADVANCE		\$	
Total GST:	26.00	<b>NET TOTAL TO BE PAID:</b>		\$	1076.73

**HONORARIA:** Half Day(s) Full Day(s)  
**PER DIEM ALLOWANCE:** Half Day(s) 03 Full Day(s)

▼ APPROVAL SECTION

Task ID: 0000219291 - Created: 12-Nov-2022 08:53.18 PM - By: Craig Whitehead - Processed: 13-Nov-2022 09:34.47 AM - By: Christine Lee

Action Taken: No Objection






ACCOUNTS PAYABLE CLERK SECTION

Task ID: 0000219291 - Created: 13-Nov-2022 09:34.47 AM - By: Christine Lee

Travel & Expense Calculator

Section	Amount Claimed Less GST	GST	Total
Meals:	38.58	1.67	40.25
Hotels:	525.42	0.00	525.42
Transportation Costs:	486.72	24.34	511.06
Registration Fees:	0.00	0.00	0.00
Technology Costs:	0.00	0.00	0.00
Expenses Claimed:	1050.72	26.01	1076.73
		Less: ADVANCE	0.00
U.S. Dollars:	Exchange Rate:	Exchange:	0.00
NET TOTAL TO BE PAID:			1076.73

Vendor Number:  Whitehead, Craig  

GL Account Number	Taxes Included	Amount	Tax Code	Tax Amount
 <input type="text" value="170104000100032"/>  -TRUSTEETRAV-BRDSYS-GEN-BOARD		<input type="text" value="1076.73"/>	GST 	<input type="text" value="26.00"/> 

  
 Add GL

**Total Without Taxes: 1050.73**  
**Tax Total: 26.00**  
**Total With Taxes: 1076.73**

Authorizer Comment

Invoice Has Not Been Created



DOUBLETREE BY HILTON WEST EDMONTON  
 16615 109TH AVE, EDMONTON, AB, T5P4K8  
 ,  
 Canada  
 TELEPHONE 780-484-0821 • FAX 780-486-1634  
 Reservations  
 www.hilton.com or 1 800 HILTONS

WHITEHEAD, CRAIG HODGSON

1 CANYON GDNS W

LETHBRIDGE AB T1K 6V1

CANADA

Room No: 1909/NK  
 Arrival Date: 10/12/2022 5:55:00 PM  
 Departure Date: 10/14/2022 8:50:00 AM  
 Adult/Child: 1/0  
 Cashier ID: MSULIT2  
 Room Rate: 234.00  
 AL:  
 HH # 1052642947 BLUE  
 VAT # GST# 74111-4326 RT0001  
 Folio No/Che 378474 A

Confirmation Number: 84420598

DOUBLETREE BY HILTON WEST EDMONTON 10/14/2022 8:49:00 AM

DATE	DESCRIPTION	Cashier ID	Transaction ID	GUEST CHARGES	CREDIT	BALANCE
10/12/2022	GUEST ROOM	RAPA	2618174	\$234.00		
10/12/2022	AB TOURISM LEVY	RAPA	2618174	\$9.64		
10/12/2022	DMF	RAPA	2618174	\$7.02		
10/12/2022	GST	RAPA	2618174	\$12.05		
10/13/2022	THEATRE CHARGE	LINTR	2618589	\$3.50		
10/13/2022	GST	LINTR	2618589	\$0.18		
10/13/2022	THEATRE TIPS	LINTR	2618590	\$1.32		
10/13/2022	GUEST ROOM	RAPA	2619259	\$234.00		
10/13/2022	AB TOURISM LEVY	RAPA	2619259	\$9.64		
10/13/2022	DMF	RAPA	2619259	\$7.02		
10/13/2022	GST	RAPA	2619259	\$12.05		
10/14/2022	VS *6298	MSULIT2	2619489		(\$530.42)	
**BALANCE**						\$0.00

	Revenue	Tax
Total Invoice Amount	\$472.82	\$57.60

Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 6,500+ hotels and resorts in 119 countries, please visit Honors.com

GST# 74111-4326 RT0001

# Invoice



PUBLIC SCHOOL BOARDS'  
ASSOCIATION OF ALBERTA™

Date	Invoice #
2022-11-17	2022-211

Invoice To
Lethbridge School District 433 - 15 Street, South Lethbridge, AB T1J 2Z5

**PD Session/Public School Boards Council Meeting  
November 16 -18, 2022  
Double Tree West Edmonton**

Registrant	Qty	Rate	Amount
Craig Whitehead	1	700.00	700.00
GST		5.00%	35.00

GST # 122508617RT0001

**Total Amount Due** \$735.00

#105, 10470 176 Street, Edmonton, Alberta T5S 1L3  
businessmanager@public-schools.ab.ca  
780-479-8080